BI Reporting Job Aid
Position Eligibility Settings

1. Access the BEACON Portal.

2. Click on the **Reports Tab**.
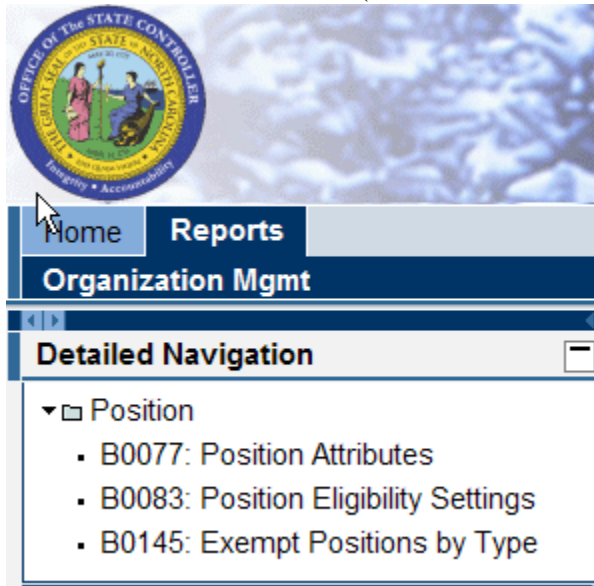

3. Click on **Organization Mgmt**.

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4. Click on **Position** folder (click on the black arrow to expand folder).

5. Click on **B0083 Position Eligibility Settings** report.

Variable Entry

Available Variants: [____] ▼ | Save | Save As... | Delete |

Variable	Current Selection	Description
OrgUnit Hierarchy (Mandatory) (*)	[____] 🗗	
Calendar Month/Year (Single Value, Mandatory) (*)	[____] 🗗	
Job Family(s) (Optional)	[____] 🗗	
Job Branch(s) (Optional)	[____] 🗗	
Job(s) (Optional)	[____] 🗗	
Position(s) (Optional)	[____] 🗗	
Employee(s) PersNo. (Optional)	[____] 🗗	

| OK | Check |

Done   ✓ Trusted sites   🔍 100% ▼

6. Enter an **Org Unit Hierarchy** and a **Calendar Month/Year** by clicking on the icon.

> **NOTE**: As an option, you may select one or more Job Families, Job Branches, Jobs, Positions or Employees to narrow the selection criteria. You can also filter the report after it is displayed. This will be displayed later in the document.

> **NOTE**: The report will only return the data for which you have security to view.

7. Click the **OK** button and wait for report to be displayed.

Business area	Org Unit		Position		PMIS 15-Digit Positi
Commerce	20009910	COM TRV&FLM TRVL WELCOME CNTRS I40	60000001	General Utility Worker	461800000018111
Commerce	20009959	COM Community Assistance	60000002	Office Assistant IV	462700000027222
Correction	20006821	COR SO DS2 PRI W Mtnv CS C/O	60000003	Correctional Officer	454000000059333
Correction	20012821	COR SO DS2 PRI S MC CS HSA DN SB SA	60000004	Registered Nurse	454000000038444
DENR	20003279	ENR SO ASNR DMF DO DDO FISH CO Elz City	60000005	Marine Fisheries Technician II	430800000008555
DENR	20003700	ENR SO ASEN DWM DO Administration	60000006	Receptionist/switchb Operator	432400000024666
DENR	20012484	ENR SO ASNR DMF DO CPO PIO	60000007	Public Information Assistant IV	430800000008777
Dept of Administration	20001547	ADMIN SO FISCAL MGT Gen Acct	60000008	Data Processing Assistant II	411804040000888
Dept of Administration	20001560	ADMIN DS VETERANS AFFAIRS CEM Black Mntn	60000009	Facility Maintenace Tech - Mech Trades	412700000007999
Dept of Transportation	20002534	DOT DOH L&S WILSON	60000010	Transportation Technical Aide II	425003050201010

The B0083 report will display all positions within the selected Org Unit(s) which match the selection criteria.

NOTE: The next four screens include samples of the data provided if you scroll to the right.

Employee	Employee Name	Supervising Position		Supervising Employee	Employee Subgroup	Work Schedule Rule
12	MOUSE, MICKEY	66666616	Manager/certified Travel Counselor	999 Bugs Bunny	PT S-FLSAOT Perm	D17N06GN
34	MOUSE, MINNIE	66666667	Administrative Officer II	888 Daffy Duck	PT S-FLSAOT Perm	D15N04GN
56	PLUTO	66666668	Asst Corr Supt For Cust & Oper III	777 Elmer Fudd	FT S-FLSAOT Perm	E01N08GN
78	GOOFY	66666669	Nurse (RN) Supervisor I	555 Road Runner	FT S-FLSAOT Perm	D01N08GN
910	DUCK, DONALD	66666610	Marine Fisheries Biologist I	444 Wyle E. Coyote	FT S-FLSAOT Prob	D01N08GN
1112	DUCK, DAISY	66666611	Budget Officer	333 Porky Pig	PT S-FLSAOT Perm	D23NVA02
1314	BIRD, TWEETY	66666612	Information & Communication Specialist I	222 Petunia Pig	FT S-FLSAOT Perm	D01N08GN
1516	CAT, SYLVESTER	66666613	Accountant III	111 Foghorn Leghorn	PT S-FLSAOT Perm	D01N08GN
1718	DISNEY, WALT	66666614	Administrative Assistant II	007 Warner Bros	FT S-FLSAOT Perm	D01N08GN
1920	DISNEY, WINNIE	66666615	Not assigned	008 Webster Bros	Not assigned	#

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Position Eligibility Settings

Working Week	EE Time Mngt. Status	EE Hours Per Week	Pos Hours per Week	Position PersSubArea		OT Elig	OT Immed Payout	OT Payout Pd
06 Wk - Sat (mdnt) - Fri	1 - Positive Time Recording	30.00	30.00	4301/NC01	7day Norm	X	#	365
07 Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	20.00	40.00	4301/NC01	7day Norm	X	#	365
20 28 - DOC	1 - Positive Time Recording	40.00	40.00	4201/NC01	7day Norm	X	X	#
07 Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	40.00	40.00	4201/NC01	7day Norm	X	#	30
06 Wk - Sat (mdnt) - Fri	1 - Positive Time Recording	40.00	40.00	1601/NC01	7day Norm	X	#	365
06 Wk - Sat (mdnt) - Fri	1 - Positive Time Recording	20.00	40.00	1601/NC01	7day Norm	X	X	#
06 Wk - Sat (mdnt) - Fri	1 - Positive Time Recording	40.00	40.00	1601/NC01	7day Norm	X	#	365
07 Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	26.00	40.00	1301/NC01	7day Norm	X	#	365
07 Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	40.00	40.00	1301/NC01	7day Norm	X	X	#
# Not assigned	0 - No time evaluation	#	40.00	1501/NC08	7day Interface	X	#	365

Hol Elig	Hol Immed Payout	Hol Payout Pd	Hol Prem Elig	Holiday Prem Rate	NS Prem	NS Prem Rate	E Shift Prem Elig	E Shift Prem Rate	Wknd Shift Prem Elig	Wknd Shift Prem Rate
X	#	365	X	0.50	#	0.00	#	0.00	#	0.00
X	#	365	X	0.50	#	0.00	#	0.00	#	0.00
X	#	365	X	0.75	X	0.10	X	0.10	X	0.10
X	#	365	X	0.50	X	0.20	X	0.15	X	0.10
X	X	#	X	0.50	#	0.00	#	0.00	#	0.00
X	#	365	X	0.50	#	0.00	#	0.00	#	0.00
X	X	#	X	0.50	#	0.00	#	0.00	X	0.00
X	#	365	X	0.50	X	0.10	X	0.20	#	0.00
X	#	365	X	0.50	#	0.00	#	0.00	X	0.10
X	X	#	X	0.50	#	0.00	#	0.00	#	0.00

BI Reporting Job Aid
Position Eligibility Settings

							Calendar Year/Month	AUG 2009	
On Call Elig	On Call Comp Accr	On Call Rate	Call Back Elig	Call Back Accr	Extended Duty Eligib	Extended Duty Rate	Gap Hours Eligibility	Gap Hrs Payout Pd	Number of Positions
#	#	0.00	#	#	#	0.86	X	365	1.00
X	#	0.00	#	#	X	0.00	X	30	1.00
#	X	0.00	X	X	#	0.94	X	365	1.00
#	X	0.00	#	#	#	0.00	X	365	1.00
X	#	0.00	#	X	#	0.11	X	365	1.00
#	#	0.00	#	#	X	0.00	X	365	1.00
X	#	0.00	#	#	#	0.00	X	30	1.00
#	X	0.00	X	#	#	0.00	X	365	1.00
#	#	0.00	#	X	#	0.75	X	365	1.00
#	#	0.00	#	#	X	0.00	X	365	1.00

- -

Moving a column on the report using drag and drop functionality

1. Click on the column heading and drag it to the position on the report to where you want it

(watch for the dark black line), then let go of the mouse button. In this example we will drag the Supervising Employee field to the right of the Supervising Position field.

Notice that now the Supervisor Position, Supervising Employee, Employee and Employee Name have all been moved to the left. Now this report is sorted by Supervisors and their direct reports, within Org Unit.

The report now serves as a Supervisor/Reporting Relationships report.
- -

Filtering the report to see only positions eligible for Evening Shift

1. Right-click on the **E Shift Prem Elig** column.

2. Click on **Filter > Select Filter Value**.

| 60056905 | Technology Support Analyst | 454000000010063 | 841568 | CUMMINGS, JUDY | 60 |

BEx Web -- Webpage Dialog

Select values for E Shift Prem Elig (0HRPOSITION__ZZEVEN_EL)

Show tool: Single values ▼ Show view: All ▼

All

Maximum 1000 [Refresh]

	E Shift Prem Elig ⇕
▽	
	#
	X

[Add ▶]
[◀ Remove]

Enter a value for E Shift Prem Elig: [_____]

Selections

	Type	Description

[OK] [Cancel]

3. Click on the [____] next to the value "X" to select only the positions that are eligible.

4. Click the [Add ▶] button.

5. Click OK.

NOTE: If the item to be filtered on is not located in the right-hand column, it will not be filtered.

Now the report only shows a position that is eligible for evening shift premium.

This same technique can be used to filter the values for other columns on the report.

- -

To go back one step

1. Right-click within the **light blue portion** of the report (not the dark blue area).

2. Click on **Back > Back One Navigation Step**. This will cause the report to revert back to how it looked before the filter was set.

Now the report is back to the way it looked prior to applying the filter.

- -

Additional Filtering Options

Last Data Update: 06/05/2008 16:05:49
Last Refreshed   06/16/2008 23:02:58

Filter Settings

dule Rule ⇕	Working Week ⇕	EE Time Mngt. Status ⇕	Personnel Subarea ⇕		OT Elig ⇕	OT Immed Payout ⇕	OT Payout Pd ⇕	Hol Elig ⇕	Hol Immed Payout ⇕	Hol Payout Pd ⇕	Hol Prem Elig ⇕	Holiday Prem Rate ⇕	NS Prem Elig ⇕
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#

1. Click on the **Filter** link at the top of screen (Scroll over to the right if you do not see it).

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Position Eligibility Settings

B0083: Position Eligibility Settings

Display As [Table ▼] [Information] [Print Version] [Export to Excel]

To adjust filter area, drag characteristics from navigation area into filter area

Addl. Center Ref.:	Show All Values ▼	Business area: Show All Values ▼	Calendar Year/Month: Show All Values ▼
Call Back Accr:	Show All Values ▼	Call Back Elig: Show All Values ▼	Country: Show All Values ▼
E Shift Prem Elig:	Show All Values ▼	E Shift Prem Rate: Show All Values ▼	EE Time Mngt. Status: Show All Values ▼
Emergency Position:	Show All Values ▼	Employee Group: Show All Values ▼	Employee Name: Show All Values ▼
Employee Subgroup:	Show All Values ▼	Employee: # ▼	Essential Position: Show All Values ▼
Funding Source:	Show All Values ▼	Hol Elig: Show All Values ▼	Hol Immed Payout: Show All Values ▼
Hol Payout Pd:	Show All Values ▼	Hol Prem Elig: Show All Values ▼	Holiday Prem Rate: Show All Values ▼
Job Branch:	Show All Values ▼	Job Country: Show All Values ▼	Job ESG CAP: Show All Values ▼
Job Family:	Show All Values ▼	Job Pay Area: Show All Values ▼	Job Pay Group: Show All Values ▼
Job Pay Level:	Show All Values ▼	Job Pay Type: Show All Values ▼	Job: Show All Values ▼
Key Figures:	Show All Values ▼	Key Position: Show All Values ▼	NS Prem Elig: Show All Values ▼
NS Prem Rate:	Show All Values ▼	OT Elig: Show All Values ▼	OT Immed Payout: Show All Values ▼
OT Payout Pd:	Show All Values ▼	On Call Comp Accr: Show All Values ▼	On Call Elig: Show All Values ▼
On Call Rate:	Show All Values ▼	Org Unit: Show All Values ▼	PMIS 15-Digit Positi: Show All Values ▼
Personnel Subarea:	Show All Values ▼	Pos City: Show All Values ▼	Pos Country: Show All Values ▼
Pos County:	Show All Values ▼	Pos ESG CAP: Show All Values ▼	Position Chief: Show All Values ▼
Position Pay Area:	Show All Values ▼	Position Pay Group: Show All Values ▼	Position Pay Level: Show All Values ▼
Position Pay Type:	Show All Values ▼	Position Vacant: Show All Values ▼	Position: %62000000 - 64999999 ▼
SOC Code:	Show All Values ▼	State: Show All Values ▼	Supervising Employee: Show All Values ▼
Supervising Position:	Show All Values ▼	Valid From: Show All Values ▼	Valid To: Show All Values ▼
Wknd Shift Prem Elig:	Show All Values ▼	Wknd Shift Prem Rate: Show All Values ▼	Work Schedule Rule: Show All Values ▼
Working Week:	Show All Values ▼		

[Close] [Variable Screen] [Display All Filter Values]

▼ Columns
 • Calendar Year/Month
 • Key Figures
▼ Rows
 • Business area
 • Org Unit
 • Position
 • PMIS 15-Digit Positi
 • Employee
 • Employee Name

Business area ⇕	Org Unit ⇕		Position ⇕		PMIS 15-Digit Positi ⇕	Employee ⇕	Employee Name ⇕
Correction	20006406	COR SO DS2 PRI DIR AS	60056868	Budget Analyst III	454000000010005	1276015	TRUE, N
			60056890	Technology Support Analyst	454000000010039	418941	MOULD, WILLIAM
			60056905	Technology Support Analyst	454000000010063	841568	CUMMINGS, JUDY
			60064407	Correctional Planner II	454011000011004	1441859	PRICE, CHARLOTTE
	20006412	COR SO DS2 PRI DIR AS BO Training Instr	60056877	Information Processing Technician	454000000010023	1245791	ADCOCK, LYNNE
			60056878	Correction Training Specialist II	454000000010024	1072248	DENTON, MARTHA

Additional options for filtering the report are now available. Note that the values on which you may filter are based on the values shown on the existing report.

2. Click the **Close** button to hide the filter screen or click **Variable Screen** to keep your filter settings and go back and choose another Org Unit (or other selection criteria on the Variable Screen).

- -

Key BI Points to Remember:
  • Do not use the Back button on the browser to go back. (Instead use "Back One Navigation Step".)
  • BI Reports sort from the left to right.
  • Columns can be removed by dragging up and dropping in the dark blue area.

APPENDIX
The description of each field on the report is as follows:

Business area	Agency
Org Unit	Organizational Unit
Position	Position number and Title
PMIS 15-digit Position	PMIS Position number
Employee	Employee Personnel Number
Employee Name	Employee Last and First name
Supervising Position	Position number of supervisor
Supervising Employee	Personnel number and name of Supervisor
Employee Subgroup	Employee subgroup of the employee (for FLSA determination purposes)
Work Schedule Rule	Schedule that defines a repeating cycle of work days and their planned hours
Working Week	Overtime period

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EE Time Mngt Status	Designates employee as Positive or Negative for time reporting
Personnel Subarea	Determines which holiday calendar applies to employee
OT Elig	Overtime eligibility flag – X = eligible, # = not eligible If eligible, one of the next two fields should be populated
OT Immed Payout	X = payout OT immediately, # = accrue OT Comp
OT Payout Pd	Number of days to age OT Comp before paying out
Hol Elig	Holiday Comp eligibility flag – X = eligible, # = not eligible If eligible, one of the next two fields should be populated
Hol Immed Payout	X = payout Holiday Comp immediately, # = accrue Holiday Comp Holiday Comp
Hol Payout Pd	Number of days to age Holiday Comp Comp before paying out
Hol Prem Elig	All employees are eligible, even without this setting
Holiday Prem Rate	Holiday premium rate, if different from 10%
NS Prem Elig	Night Shift Premium eligibility flag – X = eligible, # = not eligible
NS Prem Rate	Percentage representing Night Shift Premium rate
E Shift Prem Elig	Evening Shift Premium eligibility flag – X = eligible, # = not eligible
E Shift Prem Rate	Percentage representing Evening Shift Premium rate
Wknd Shift Prem Elig	Weekend Shift Premium eligibility flag – X = eligible, # = not eligible
Wknd Shift Prem Rate	Percentage representing Weekend Shift Premium rate
On Call Elig	On-Call eligibility flag – X = eligible, # = not eligible
On Call Comp Accr	On-Call Comp Accrual flag – X = indication that On-Call compensation will be accrued as On-Call Comp Leave; # = immediate pay for On-Call compensation
On Call Rate	Hourly rate at which On-Call time is to be paid
Call Back Elig	Callback eligibility flag – X = eligible, # = not eligible

BI Reporting Job Aid
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Call Back Accr	Callback Accrual flag – X = indication that Callback compensation will be accrued as OT Comp Leave; # = immediate pay for Callback compensation
Gap Hours Eligibility	Gap Hours eligibility flag – X = eligible, # = not eligible
Gap Hours Payout Paid	Number of days to age Gap Hours Comp before paying out
Number of Positions	Dynamic position count – will always be "1" unless the position detail is removed